DUPLICATE CHECK FEE FORM	**MONTGOMERY COUNTY PUBLIC SCHOOLS** **Employee and Retiree Service Center** **45 West Gude Drive, Suite 1200** **Rockville, Maryland 20850**

INSTRUCTIONS: There is a $30.00 processing fee to duplicate any check that is more than 30 days from its original issue date. To request a duplicate of a check 30 days or more after the original issue date, you must complete this form and submit the processing fee. If you are a permanent employee, the fee will be deducted from a future paycheck. If you are a nonpermanent or former employee, you must pay the fee using cash, check, or money order before your request will be processed. To initiate your request, complete Section 1 of this form and return to the Employee and Retiree Service Center. You must sign below to confirm that you understand how the fee will be collected.

Section 1: EMPLOYEE INFORMATION AND AUTHORIZATION

Name _____ Employee ID_____

Phone_____

Please provide as much information as possible about the original check:

Original Check # _____ Date _____ Amount _____

☐ I am a permanent employee and I authorize Montgomery County Public Schools (MCPS) to deduct the $30.00 duplicate check processing fee from a future paycheck.

☐ I am a nonpermanent or former employee, and I have submitted the $30.00 duplicate check processing fee at ERSC.

_____ _____

Signature **Date**

Section 2: ERSC USE ONLY (Deduction Code: 1DCF)

Date Request Received: _____

Duplicate Check # _____ Date _____ Amount _____

Pay Date of Fee Deduction:_____

Amount to be Deducted: _____

Processed by: _____